State Street Bank Luxembourg S.C.A.

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<th>Department:</th>
<th>Client Services Operations</th>
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<td>Job Title &amp; Band:</td>
<td>Client Service Ops Specialist – Associate 1</td>
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<td>Reporting To:</td>
<td>Client Service Ops Specialist – Senior Associate</td>
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<td>Job Location:</td>
<td>Luxembourg</td>
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**Job Summary:**
Reporting to the Senior Fund Accountant, this position is a unique opportunity for a suitable candidate to gain exposure to large multi-class, multi-manager, multi-currency portfolios managed by major Investment firms located across the globe that invest in a variety of instruments (including derivatives) and as a result, the pricing of these positions, reconciliations, corporate actions and dividends.

**Job Duties and Responsibilities:**
- Accurate and timely production of the Net Asset Value per unit that is used for Investor deals and external publication.
- Analytical review of each portfolio to determine and validate the positions/trades that cause the largest impact on the NAV movement and investigate same.
- Ensuring all positions are priced correctly
- Verifying that corporate actions have been processed accurately
- Processing of Interim and Year End fund distributions
- Liaise and assist with audit queries on annual financial accounts
- Performing regular cash and derivative reconciliations
- Coordinating with other departments on miscellaneous fund queries and reconciliations
- Liaising with Fund Managers, ensuring a high level of service is provided at all times
- Training of new staff
- Review of overall job process with a view to further efficiencies
- Dealing with new clients, new funds and fund restructures.
- Detailed monthly reviews of funds
- Cash reconciliation and reporting
- Provide forecasted cash and other information to Fund Managers
- Validating futures and cash positions
- Monitoring overdrawn cash positions
- Investigating and resolving any reconciling cash and future items
- Processing of accounting transactions on valuations system

**Qualifications**
- Degree required – preferred business/accounting/finance concentration.
- 6month – 1 year related experience desirable.

**Knowledge, Skills & Experience Required**
- Excellent administrative, organizational and business support skills, with the ability to multi-task and to work calmly under pressure.
- Excellent working knowledge of MS Office suite including Word, Excel and PowerPoint
- Strong written & verbal communication skills
- Possess excellent organizational, planning and co-ordination skills.
- Ability to work accurately to tight deadlines
- Proactive and able to work independently and as part of a team

Information Classification: General
• Equivalent to a minimum second class honors degree in Business, Accounting or related field.
• 6 months to 1 year related experience desirable.

Core Competencies
• Excellent attention to detail
• Strong numerical / analytical skills
• Ability to work in a fast-paced environment
• Computer literate
• Excellent communication skills
• Deadline-drive